

## **APPENDIX H    FACILITY INSPECTION AND MAINTENANCE CHECKLISTS**

Included in this appendix are a series of checklists that can be used by both inspectors and maintenance personnel to ensure that observed deficiencies in BMPs are maintained appropriately. The BMP Inspection/Maintenance Checklists are presented in the following order:

1. Bioretention/Planter Box
2. Vegetated Swale Filter
3. Vegetated Filter Strip
4. Sand Filter
5. Infiltration BMPs
6. Permeable Pavement
7. Constructed Treatment Wetland
8. Wet Retention Basin
9. Dry Extended Detention Basin
10. Proprietary Devices

**1. Bioretention/Planter Box Inspection and Maintenance Checklist**

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0, 1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
Appearance	Untidy			
Trash and Debris Accumulation	Trash, plant litter and dead leaves accumulated on surface.			
Vegetation	Unhealthy plants and appearance.			
Irrigation	Functioning incorrectly (if applicable).			
Inlet	Inlet pipe blocked or impeded.			
Splash Blocks	Blocks or pads correctly positioned to prevent erosion.			
Overflow	Overflow pipe blocked or broken.			
Filter media	Infiltration design rate is met (e.g., drains 36-48 hours after moderate - large storm event).			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

## 2. Vegetated Swale Filter Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0, 1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
Appearance	Untidy			
Trash and Debris Accumulation	Trash and debris accumulated in the swale.			
Vegetation	When the grass becomes excessively tall (greater than 10-inches); when nuisance weeds and other vegetation start to take over.			
Excessive Shading	Vegetation growth is poor because sunlight does not reach swale. Evaluate vegetation suitability.			
Poor Vegetation Coverage	When vegetation is sparse or bare or eroded patches occur in more than 10% of the swale bottom. Evaluate vegetation suitability.			
Sediment Accumulation	Sediment depth exceeds 2 inches or covers more than 10% of design area.			
Standing Water	When water stands in the swale between storms and does not drain freely.			
Flow spreader or Check Dams	Flow spreader or check dams uneven or clogged so that flows are not uniformly distributed through entire swale width.			
Constant Baseflow	When small quantities of water continually flow through the swale, even when it has been dry for weeks and an eroded, muddy channel has formed in the swale bottom.			
Inlet/Outlet	Inlet/outlet areas clogged with sediment and/or debris.			
Erosion/ Scouring	Eroded or scoured swale bottom due to flow channelization, or higher flows. Eroded or rilled side slopes.			
	Eroded or undercut inlet/outlet structures			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

### 3. Vegetated Filter Strip Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0, 1 or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
Appearance	Untidy			
Trash and Debris Accumulation	Trash and debris accumulated on the filter strip.			
Vegetation	When the grass becomes excessively tall (greater than 10-inches); when nuisance weeds and other vegetation starts to take over.			
Excessive Shading	Grass growth is poor because sunlight does not reach swale. Evaluate grass species suitability.			
Poor Vegetation Coverage	When grass is sparse or bare or eroded patches occur in more than 10% of the swale bottom. Evaluate grass species suitability.			
Erosion/Scouring	Eroded or scoured areas due to flow channelization, or higher flows.			
Sediment Accumulation on Grass	Sediment depth exceeds 2 inches.			
Flow spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire filter width.			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

#### 4. Sand Filter Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Trash & Debris	Any trash and debris which exceed 5 cubic feet per 1,000 square feet of filter bed area (one standard garbage can). In general, there shall be no visual evidence of dumping. If less than threshold all trash and debris will be removed as part of next scheduled maintenance.			
Inlet erosion	Visible evident of erosion occurring near flow spreader outlets.			
Slow drain time	Standing water long after storm has passed (after 24 to 48 hours) and/or flow through the overflow pipes occurs frequently.			
Concentrated Flow	Flow spreader uneven or clogged so that flows are not uniformly distributed across the sand filter.			
Appearance of poisonous, noxious or nuisance vegetation	Excessive grass and weed growth. Noxious weeds, woody vegetation establishing, Turf growing over rock filter			
Standing Water	Standing water long after storm has passed (after 24 to 48 hours), and/or flow through the overflow pipes occurs frequently.			
Tear in Filter Fabric	When there is a visible tear or rip in the filter fabric allowing water to bypass the fabric.			
Pipe Settlement	If piping has visibly settled more than 1 inch.			
Filter Media	Drawdown of water through the media takes longer than 1 hour and/or overflow occurs frequently.			
Short Circuiting	Flows do not properly enter filter cartridges.			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

## 5. Infiltration BMP Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
Appearance, vegetative health	Mowing and trimming vegetation is needed to prevent establishment of woody vegetation, and for aesthetic and vector reasons.			
Vegetation	Poisonous or nuisance vegetation or noxious weeds.			
	Excessive loss of turf or ground cover (if applicable).			
Trash & Debris	Trash and debris > 5 cf/1,000 sf (one standard size garbage can).			
Contaminants and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants.			
Erosion	Undercut or eroded areas at inlet or outlet structures.			
Sediment and Debris	Accumulation of sediment, debris, and oil/grease on surface, inflow, outlet or overflow structures.			
Sediment and Debris	Accumulation of sediment and debris, in sediment forebay and pretreatment devices.			
Water drainage rate	Standing water, or by visual inspection of wells (if available), indicates design drain times are not being achieved (i.e., within 72 hours).			
Media clogging surface layer	Lift surface layer (and filter fabric if installed) and check for media clogging with sediment (function may be able to be restored by replacing surface aggregate/filter cloth).			
Media clogging	Lift surface layer (and filter fabric if installed) and check for media clogging with sediment (partial or complete clogging which may require full replacement).			

<sup>†</sup> Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

## 6. Permeable Pavement Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Sediment Accumulation	Sediment is visible			
Missing gravel/sand fill	There are noticeable gaps in between pavers			
Weeds/mosses filling voids	Vegetation is growing in/on permeable pavement			
Trash and Debris Accumulation	Trash and debris accumulated on the permeable pavement.			
Dead or dying vegetation in adjacent landscaping	Vegetation is dead or dying leaving bare soil prone to erosion			
Surface clog	Clogging is evidenced by ponding on the surface			
Overflow clog	<ul style="list-style-type: none"> <li>Excessive build up of water accompanied by observation of low flow in observation well (connected to underdrain system)</li> <li>If a surface overflow system is used, observation of an obvious clog</li> </ul>			
Visual contaminants and pollution	Any visual evidence of oil, gasoline, contaminants or other pollutants.			
Erosion	Tributary area <ul style="list-style-type: none"> <li>Exhibits signs of erosion</li> <li>Noticeably not completely stabilized</li> </ul>			
Deterioration/ Roughening	Integrity of pavement is compromised (i.e., cracks, depressions, crumbling, etc.)			
Subsurface Clog	Clogging is evidenced by ponding on the surface and is not remedied by addressing surface clogging.			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

## 7. Constructed Treatment Wetland Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Trash & Debris	Any trash and debris which exceed 5 cubic feet per 1,000 sf of basin area (one standard garbage can). In general, there shall be no visual evidence of dumping.  If less than threshold all trash and debris will be removed as part of next scheduled maintenance. If trash and debris is observed blocking or partially blocking an outlet structure or inhibiting flows between cells, it shall be removed quickly			
Sediment Accumulation	Sediment accumulation in basin bottom that exceeds the depth of sediment zone plus 6 inches in the sediment forebay. If sediment is blocking an inlet or outlet, it shall be removed.			
Erosion	Erosion of basin's side slopes and/or scouring of basin bottom.			
Oil Sheen on Water	Prevalent and visible oil sheen.			
Noxious Pests	Visual observations or receipt of complaints of numbers of pests that would not be naturally occurring and could pose a threat to human or aquatic health.			
Water Level	First cell empty, doesn't hold water.			
Aesthetics	Minor vegetation removal and thinning. Mowing berms and surroundings			
Noxious Weeds	Any evidence of noxious weeds.			



Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Tree Growth	Tree growth does not allow maintenance access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring, or equipment movements). If trees are not interfering, do not remove. Dead, diseased, or dying trees shall be removed.			
Settling of Berm	If settlement is apparent. Settling can be an indication of more severe problems with the berm or outlet works. A geotechnical engineer shall be consulted to determine the source of the settlement if the dike/berm is serving as a dam.			
Piping through Berm	Discernable water flow through basin berm. Ongoing erosion with potential for erosion to continue. A licensed geotechnical engineer shall be called in to inspect and evaluate condition and recommend repair of condition.			
Tree and Large Shrub Growth on Downstream Slope of Embankments	Tree and large shrub growth on downstream slopes of embankments may prevent inspection and provide habitat for burrowing rodents.			
Erosion on Spillway	Rock is missing and soil is exposed at top of spillway or outside slope.			
Gate/Fence Damage	Damage to gate/fence, including missing locks and hinges			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

# 8. Wet Retention Basin Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Trash & Debris	Any trash and debris which exceed 5 cubic feet per 1,000 sf of basin area (one standard garbage can) or if trash and debris is excessively clogging the outlet structure.  If less than threshold all trash and debris will be removed as part of next scheduled maintenance.			
Sediment Accumulation	Sediment accumulation in basin bottom that exceeds the depth of the design sediment zone plus 6 inches, usually in the first cell.			
Erosion	Erosion of basin's side slopes and/or scouring of basin bottom.			
Oil Sheen on Water	Prevalent and visible oil sheen.			
Noxious Pests	Visual observations or receipt of complaints of numbers of pests that would not be naturally occurring and could pose a threat to human or aquatic health.			
Water Level	First cell empty, doesn't hold water.			
Algae Mats	Algae mats over more than 20% of the water surface.			
Aesthetics	Minor vegetation removal and thinning. Mowing berms and surroundings			
Noxious Weeds	Any evidence of noxious weeds.			
Tree Growth	Tree growth does not allow maintenance access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring, or equipment movements). If trees are not interfering, do not remove. Dead, diseased, or dying trees shall be removed.			

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Settling of Berm	If settlement is apparent. Settling can be an indication of more severe problems with the berm or outlet works. A geotechnical engineer shall be consulted to determine the source of the settlement if the dike/berm is serving as a dam.			
Piping through Berm	Discernable water flow through basin berm. Ongoing erosion with potential for erosion to continue. A licensed geotechnical engineer shall be called in to inspect and evaluate condition and recommend repair of condition.			
Tree and Large Shrub Growth on Downstream Slope of Embankments	Tree and large shrub growth on downstream slopes of embankments may prevent inspection and provide habitat for burrowing rodents.			
Erosion on Spillway	Rock is missing and soil is exposed at top of spillway or outside slope.			
Gate/Fence Damage	Damage to gate/fence, including missing locks and hinges			

<sup>†</sup> Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

## 9. Dry Extended Detention Basin Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0, 1 or 2)†	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
<b>General</b>				
Appearance	Untidy, un-mown (if applicable)			
Vegetation	Access problems or hazards; dead or dying trees			
	Poisonous or nuisance vegetation or noxious weeds			
Insects	Insects such as wasps and hornets interfere with maintenance activities.			
Rodent Holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes			
Trash and Debris	Trash and debris > 5 cf/1,000 sf (one standard size garbage can).			
Pollutants	Any evidence of oil, gasoline, contaminants or other pollutants			
Inlet/Outlet Pipe	Inlet/Outlet pipe clogged with sediment and/or debris. Basin not draining.			
Erosion	Erosion of the basin's side slopes and/or scouring of the basin bottom that exceeds 2-inches, or where continued erosion is prevalent.			
Piping	Evidence of or visible water flow through basin berm.			
Settlement of Basin Dike/Berm	Any part of these components that has settled 4-inches or lower than the design elevation, or inspector determines dike/berm is unsound.			
Overflow Spillway	Rock is missing and/or soil is exposed at top of spillway or outside slope.			
Sediment Accumulation in Basin Bottom	Sediment accumulations in basin bottom that exceeds the depth of sediment zone plus 6-inches.			
Tree or shrub growth	Trees > 4 ft in height with potential blockage of inlet, outlet or spillway; or potential future bank stability problems			

Defect	Conditions When Maintenance Is Needed	Inspection Result (0, 1 or 2)†	Date Maintenance Performed	Comments or Action(s) Taken to Resolve Issue
<b>Debris Barriers (e.g., Trash Racks)</b>				
Trash and Debris	Trash or debris that is plugging more than 20% of the openings in the barrier.			
Damaged/ Missing Bars	Bars are bent out of shape more than 3 inches.			
	Bars are missing or entire barrier missing.			
	Bars are loose and rust is causing 50% deterioration to any part of barrier.			
Inlet/Outlet Pipe	Debris barrier missing or not attached to pipe.			
<b>Fencing</b>				
Missing or broken parts	Any defect in the fence that permits easy entry to a facility.			
Erosion	Erosion more than 4 inches high and 12-18 inches wide, creating an opening under the fence.			
Damaged Parts	Damage to gate/fence, posts out of plumb, or rails bent more than 6 inches.			
Deteriorating Paint or Protective Coating	Part or parts that have a rusting or scaling condition that has affected structural adequacy.			
<b>Gates</b>				
Damaged or missing member	Missing gate or locking devices, broken or missing hinges, out of plum more than 6 inches and more than 1 foot out of design alignment, or missing stretcher bar, stretcher bands, and ties.			

†Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.

# 10. Proprietary Device Inspection and Maintenance Checklist

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection: ☐ post-storm ☐ annual ☐ routine ☐ post-wet season ☐ pre-wet season

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
<b>Refer to the manufacturer's instructions for maintenance/inspection requirements, below are generic guidelines to supplement manufacturer's recommendations.</b>				
<b>Underground Vault</b>				
Sediment Accumulation on Media	Sediment depth exceeds 0.25-inches.			
Sediment Accumulation in Vault	Sediment depth exceeds 6-inches in first chamber.			
Trash/Debris Accumulation	Trash and debris accumulated on compost filter bed.			
Sediment in Drain Pipes or Cleanouts	When drain pipes, clean-outs, become full with sediment and/or debris.			
Damaged Pipes	Any part of the pipes that are crushed or damaged due to corrosion and/or settlement.			
Access Cover Damaged/Not Working	Cover cannot be opened; one person cannot open the cover using normal lifting pressure, corrosion/deformation of cover.			
Vault Structure Includes Cracks in Wall, Bottom, Damage to Frame and/or Top Slab	Cracks wider than 1/2-inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.			
	Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.			
Baffles	Baffles corroding, cracking warping, and/or showing signs of failure as determined by maintenance/inspection person.			

Defect	Conditions When Maintenance Is Needed	Inspection Result (0,1, or 2) <sup>†</sup>	Date Maintenance Performed	Comments or Action(s) taken to resolve issue
Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, or misaligned.			
<b>Below Ground Cartridge Type</b>				
Filter Media	Drawdown of water through the media takes longer than 1 hour and/or overflow occurs frequently.			
Short Circuiting	Flows do not properly enter filter cartridges.			

<sup>†</sup>Maintenance: Enter 0 if satisfactory, 1 if maintenance is needed and include WO#. Enter 2 if maintenance was performed same day.